

SECTION 12. SERVICE INCREMENTS

(As amended January 18, 2005, and February 14, 2006)

12-1. Definitions.

- (a) **Service increment:** An increase in base salary granted on an annual basis to an eligible employee whose performance is at least satisfactory.
- (b) **Service increment date:** An employee's date of employment, unless the increment date has been reassigned to a different date.

12-2. Eligibility for service increment.

- (a) An employee with merit system status is eligible for a service increment if:
 - (1) the employee's performance during the rating period is at least satisfactory, meaning the equivalent of a "Successful Performance" rating; and
 - (2) the employee's salary is below the maximum for the employee's pay grade.
- (b) An employee without merit system status is eligible for a service increment if the employee is:
 - (1) a probationary police officer or deputy sheriff for whom the department director has approved a service increment under 12-5(e); or
 - (2) a temporary employee for whom the department director has approved a service increment under 12-5(f).
- (c) An employee with or without merit system status who is eligible to receive a service increment and whose position is reclassified or reallocated to a higher pay grade is eligible for a service increment on the effective date of the reclassification or reallocation. The OHR Director must change the employee's increment date to the effective date of the reclassification or reallocation. This provision is retroactive to July 1, 2001.

12-3. Effective date of increment. A service increment must be effective on the first day of the pay period in which the employee's increment date falls.

12-4. Amount of service increment.

- (a) The CAO must establish the percentage or amount of pay increase for a service increment.
- (b) If an eligible employee's salary would exceed the maximum for the pay grade if the employee received the full pay increase associated with the service increment, the OHR Director must give the employee a reduced pay increase that brings the employee's salary to the maximum of the pay grade.

12-5. Policy on service increments.

- (a) A department director must approve a service increment for an eligible employee, unless the department director notifies the OHR Director at least 15 calendar days before the beginning of the pay period in which the employee's assigned increment date falls that the employee should not receive the service increment.
- (b) A department director must notify an employee that the service increment was granted or was not granted, and, if granted, the amount of the increment.
- (c) The OHR Director must take appropriate action to ensure that an eligible employee receives a service increment unless a department director notifies the OHR Director that the employee should not receive the increment.
- (d) An MLS employee is not eligible for a service increment, but a department director may recommend and the CAO approve a performance-based pay increase for an eligible MLS employee in the Executive Branch and a department director may approve a performance-based pay increase for an eligible MLS employee in the Legislative Branch.
- (e) The OHR Director must give a service increment to a probationary police officer or deputy sheriff if the department director recommends it.
- (f) The OHR Director must give a service increment to a temporary employee if the department director recommends it after determining that it is in the best interest of the County.
- (g) The OHR Director must give service credit toward a service increment to a former temporary employee for the time spent as a temporary employee if the employee was appointed to a full-time or part-time position without a break in service and continued to perform the same duties that the employee had been performing as a temporary employee.

12-6. Reassignment of increment date.

- (a) A department director must assign an employee a new service increment date if the employee's:
 - (1) probationary period for merit status is extended;
 - (2) service increment is delayed;
 - (3) increment date occurs during a period of within-grade salary reduction described in subsection 33-3(d) or during a suspension described in subsection 33-3(e);
 - (4) LWOP exceeds 10 consecutive workdays, excluding LWOP for parental leave, military service, or professional improvement; or
 - (5) position is reclassified or reallocated to a higher pay grade.
- (b) If the employee's probationary period for merit status is extended, the new service increment date is the date that merit system status is granted.

- (c) If a service increment is delayed, the employee's new increment date is the date on which the delayed increment is finally granted.
- (d) If the employee's position is reclassified or reallocated to a higher pay grade, the employee's new increment date is the effective date of the reclassification or reallocation.
- (e) A department director may allow an employee to keep an increment date that would otherwise be changed or reassign an employee's increment date for the following reasons:
 - (1) to prevent or resolve pay inequities;
 - (2) to serve the best interest of the County, provided that the action will not adversely affect the employee; or
 - (3) in conjunction with a disciplinary action.
- (f) An employee's reassigned increment date becomes effective only if approved by the OHR Director.
- (g) The OHR Director must assign a new service increment date to an employee in an MLS position who is promoted, demoted, or reassigned to a non-MLS position.
 - (1) If the employee was in a non-MLS position in the County and had a service increment date before taking the MLS position, the OHR Director must assign as the new service increment date the last service increment date that the employee had before becoming an MLS employee.
 - (2) If the employee was not in a non-MLS position before taking the MLS position, the OHR Director must assign as the new service increment date the date on which the employee was first employed by the County in a merit system position.

12-7. Delay of a service increment.

- (a) A supervisor should submit a timely written recommendation to the department director to delay an employee's service increment if the employee's latest annual or interim performance rating was less than satisfactory or the employee's performance, attendance, or conduct has been unsatisfactory.
- (b) To delay an eligible employee's service increment, a department director must:
 - (1) give written documentation of the decision and the reason for the delay to the OHR Director at least 15 calendar days before the beginning of the pay period in which the employee's assigned increment date falls and obtain the OHR Director's approval;
 - (2) give written notice to the employee before the beginning of the pay period in which the employee's increment date falls;
 - (3) include in the notice to the employee:
 - (A) a statement of the reasons for the delay;

- (B) the next date on which the employee's performance will be reviewed and the service increment may be granted if the employee's performance or attendance has improved; and
 - (C) if the employee may file a grievance over the decision and the time limit for filing a grievance.
- (c) A department director may delay an employee's service increment if the employee's performance was unsatisfactory during the rating period or the employee was absent for more than 50 percent of the work year, excluding periods of compensatory time, annual leave, parental leave, disability leave, military leave, or LWOP for political purposes under Section 23-7(c).
- (d) A supervisor's failure to follow the performance planning and evaluation procedures established under Section 11 of these Regulations must not prevent a department director from delaying a service increment if the employee's work performance, attendance, or conduct has been unsatisfactory.
- (e) After delaying an employee's service increment, a department director may grant an employee's service increment at the employee's next annual or interim performance review if the employee's performance or attendance has improved to the satisfactory level.

12-8. Twenty-year longevity increment.

- (a) A department director must award a twenty-year longevity increment to an employee in a position covered by the police management or fire management salary schedule if the employee has completed twenty years of active service.
- (b) The CAO must determine the amount of the longevity increment.

12-9. Twenty-year longevity/performance increment.

- (a) A 20-year longevity/performance increment is a one-time increase to an employee's base salary.
- (b) A department director must award a 20-year longevity/performance increment of 1 percent of base salary to an employee in a position on the general salary schedule if the employee's salary is at the top of the pay range and the employee:
 - (1) has 20 years of actual County service; and
 - (2) received an annual overall performance rating of *Highly Successful Performance* or *Exceptional Performance* for the 2 most recent consecutive years.
- (c) An employee may receive only one 20-year longevity/performance increment.
- (d) A department director must not give an employee a lump-sum award and a 20-year longevity/performance increment for the same annual overall rating.
- (e) A department director must submit to the OHR Director a written statement that:
 - (1) identifies each department employee who meets the requirements for a 20-year longevity/performance increment; and

- (2) states the basis for awarding the increment.
- (f) A 20-year longevity/performance increment under this Section must be based on 2 consecutive annual overall ratings for review periods that end after June 30, 2006, except for the first year of implementation. After the first year of implementation, the effective date of all longevity/performance increments must be the beginning of the first pay period after the review period ends.
- (g) During the first year of implementation (July 1, 2006, through June 30, 2007), an employee in a position on the general salary schedule who has, or reaches, 20 years of actual service and who is at the top of the salary schedule is eligible to receive a 20-year longevity/performance increment if the employee receives an *Exceptional* or *Highly Successful* annual overall rating for a review period that ends between June 30, 2005, and June 30, 2007.
- (h) The effective date for a 20-year longevity/performance increment approved during the first year of implementation must be the beginning of the first pay period after:
- (1) July 1, 2006, for an eligible employee with an *Exceptional* or *Highly Successful* annual overall rating for a review period that ends on or before June 30, 2006; and
 - (2) the end of the review period, for an eligible employee with an *Exceptional* or *Highly Successful* annual overall rating for a review period that ends after June 30, 2006.

12-10. Appeal of reassignment of increment date or delay of service increment.

An employee with merit system status may appeal by filing a grievance under Section 34 of these Regulations if the department director:

- (a) reassigns the employee's increment date; or
- (b) delays the employee's service increment.

Editor's note – The subjects covered in this section of the Personnel Regulations are addressed for bargaining unit employees in the current collective bargaining agreements as indicated below:

Bargaining unit	Articles of current agreements with references to service increments	
Firefighter/Rescuer	12, Leave Without Pay	48, Job Sharing Program
OPT/SLT	5, Wages, Salary and Employee Compensation 6, Service Increments 7, Accelerated Within Grade Advancement Appendix IX, Performance Planning and Evaluation for Bargaining Unit Members	9, Working Conditions 16, Leave Without Pay 18, Parental Leave
Police	11, Chronic Incapacity 16, Parental Leave 20, Leave Without Pay 28, Service Increments	36, Wages 50, Reduction-in-Force and Furlough 55, Job Sharing Program